



6400 El Verde Road, Leon Valley, Texas 78238  
Phone:(210) 684-1391 X227 Fax:(210) 509-8288

## **SUBDIVISION PLATTING/ VACATING/REPLATTING FEES**

### **□ ALL SUBMITTALS:**

- \$200

### **□ PLAT PROCESSING:**

- Residential \$300 + \$5 per Lot
- Commercial \$550.00 + \$50.00 per acre
- Amending \$200.00
- Variance \$150.00

### **□ COUNCIL HEARING & CONSIDERATION FEES:**

- Vacate & Replat (\$200.00)
- Plat (\$100.00)

### **□ COUNTY FILING FEE:**

- Per Mylar (\$82)

### **□ ENGINEERING REVIEW DEPOSIT**

	<u>DEPOSIT AMOUNT</u>
Residential	\$1,000.00
Commercial	\$1,500.00

Engineering Rate is actual cost, plus 5%.



**6400 El Verde Road, Leon Valley, TX 78238**

**PLATTING /REPLATTING APPLICATION**

**DEFINITION:**

A map, drawn to a scale of 1" = 100', showing actual or planned features such as streets, measurements, size and location of any existing buildings or proposed buildings, location of the lot in relation to abutting streets, and other pertinent information, which is generally prepared by a certified engineer or land surveyor.

**PURPOSE:**

To review for permanent filing, a Final Plat, which is a legal document that describes a tract of land by bearings and distances; locates and defines easements; dedicates the necessary right-of-way for streets and alleys; and other related information.

**SUBMITTAL REQUIREMENTS:**

- A completed Subdivision Application Package submitted to the Community Development Office
- The Final Subdivision Package is to be submitted as specified by the Platting/Replatting Submittal Deadline Sheet (see attached)
- Incomplete submittals will not be accepted or processed
- You are entitled to one (1) pre-application meeting between the City Engineer and Staff

**SUBDIVISION APPLICATION PACKAGE** (your submittal must consist of the following or it will be deemed incomplete):

- ☐ The Completed Platting/Replatting Application form;
- ☐ Plat/Replat Administrative and Filing Fees;
- ☐ Three (3) folded 18" X 24" blue/line/ black and white prints showing all the required Plat Checklist requirements;
- ☐ Letter of Authorization from the property owner;
- ☐ Filing Authorization and Variance Form;
- ☐ Back Tax Certificates; and

## **PLATTING /REPLATTING APPLICATION Continued-Page 2**

- ❑ Utility Review Letters (SAWS, CPS Energy, Cable Television Provider, AT&T, and TXDOT);
- ❑ Certified Mailing List with corresponding map and adhesive addressed mailing labels indicating the property owners located within 200 feet of the subject site (this item specifically pertains to replats)
- ❑ Digital Pdf copy of all items.

**RECORDATION ITEMS FOR PLAT/REPLAT** (the following items are required after final review and recommendation of your submittal by Staff and in preparation of the City Council hearing regarding your plat/replat):

- ❑ Three (3) 18" X 24" bluelines and digital copy with all required signatures with appropriate notarization and stamps/seals
- ❑ Two (2) 18" X 24" mylars with all required signatures with appropriate notarization and stamps/seals
- ❑ One (1) reduced and readable print of the site plan/plat/replat

## **APPROVAL PROCESS**

- Staff review of the Subdivision Application Package (minimum of 10 working days);
- Resolution of all official review comments by applicant and resubmittal of plat/replat recordation items no later than 15 working days prior to the requested City Council hearing;
- If required, publication of public hearing by the official City newspaper and notification mailed to adjacent property owners within 200 feet of the subject tract (minimum of 15 days prior to the City Council meeting date);
- City Council public hearing and review of the plat/replat for rendering of approval or disapproval. City Council meetings are held the 1st and 3rd Tuesday of each month (see dates on deadline sheet);
- If City Council approves the plat/replat it is recorded with the Bexar County Clerk

**NOTE: The following are the scheduled meetings of the Leon Valley City Council. The Council meets every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7pm, in City Council Chambers.**

**\*\*\*Please allow at least 30-45 days for the processing and completion of your request\*\*\***



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## Office of Community Development

### Subdivision Platting Submittal

- Application
- Checklist
- Letter of Authorization
- Supporting Materials

(complete all attached items as applicable)



6400 El Verde Road, Leon Valley, TX 78238

**LETTER OF AUTHORIZATION**

**Date:** \_\_\_\_\_

**To Whom It May Concern:**

**This letter authorizes** \_\_\_\_\_

**to prepare and submit the enclosed** \_\_\_\_\_ **on Lot(s)** \_\_\_\_\_, **Block** \_\_\_\_\_,

**Block** \_\_\_\_\_, **CB** \_\_\_\_\_, **Subdivision** \_\_\_\_\_,

**located at** \_\_\_\_\_.

**I/We,** \_\_\_\_\_, **the owner(s) of the aforementioned property,**

**authorize the submitted request to be recorded in the Bexar County Deed and Plat Records.**

**Sincerely,**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Printed Name of Property Owner**

\_\_\_\_\_  
**Printed Name of Property Owner**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**City, State, Zip Code**

**STATE OF TEXAS    } {**  
**COUNTY OF BEXAR } {**

**BEFORE ME**, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ known to me to be the person whose signature is subscribed to the foregoing instrument.

**GIVEN UNDER MY HAND and SEAL OF OFFICE** this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, Bexar County, Texas

DATE: \_\_\_\_\_

Office Use Only

Case Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_



6400 El Verde Road, Leon Valley, TX 78238  
Phone: (210) 684-1391 X227 Fax: (210) 509-8288  
[e.carol@leonvalleytexas.gov](mailto:e.carol@leonvalleytexas.gov)

**PLATTING APPLICATION FORM**

NAME OF SUBDIVISION: \_\_\_\_\_

LEGAL DESCRIPTION: Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, CB \_\_\_\_\_

ENGINEER/SURVEYOR NAME: \_\_\_\_\_

ENGINEER/SURVEYOR ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED CONTACT PERSON: \_\_\_\_\_

PHONE NO: (    ) \_\_\_\_\_ FAX NUMBER: (    ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

OWNER PHONE NO: (    ) \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINTED NAME OF APPLICANT: \_\_\_\_\_



Office Use Only

Case Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

6400 El Verde Road, Leon Valley, TX 78238

### SUBMITTAL INFORMATION CHECKLIST

*(Please Initial Each Item – This indicates that you have read, understand and have submitted all the required information for your application)*

**Please note that City Code, Chapter 10, “Subdivision Regulations,” is available for purchase in the Development Office.**

	Initials
1. Prepared by a licensed engineer/surveyor	
2. Submitted three (3) 24”X 36” bluelines and digital submission PDF	
3. Submitted processing fees and deposit (all fees <u>must</u> be included w/application)	
4. All certificates are included on plat (including City Engineer’s Certificate and vacating certificates when appropriate and in accordance with Subdivision Code Section 10.02)	
5. Name and address of sub divider and engineer	
6. Name and address of Owner of Record of all real property on plat	
7. Name(s) of contiguous subdivisions and/or unplatted property description	
8. Subdivision boundary lines (use heavy lines and include plat acreage)	
9. Location and dimensions of recorded contiguous streets, alleys, and easements	
10. Location and dimensions of recorded right-of-ways	
11. Location and description of contiguous lots	
12. Location and description of contiguous park(s)	
13. Location and dimensions of on-site building(s)	
14. Location and dimensions of existing on-site utilities	
15. Location and dimensions of existing on-site parking areas	
16. Location and dimensions of other existing improvements	
17. Location, description, and dimensions of proposed streets and/or alleys	
18. Location, description, and dimensions of proposed park(s)	
19. Location, description, and dimensions of proposed public area(s)	
20. Location, description, and dimensions of proposed easement(s)	
21. Location, description, and dimensions of proposed block(s)	
22. Location, description, and dimensions of proposed lot(s)	
23. Location, description, and dimensions of other proposed site(s) in Subdivision	
24. Date of preparation, scale of map (1”-100’), and North arrow	
25. Topographical information including contour lines on a basis of five (5) vertical feet with an average slope of five (5) percent or more, and on a basis of two (2) vertical feet with an average slope of less than five (5) percent	

**SUBMITTAL INFORMATION CHECKLIST-page 2**

*(Please Initial Each Item – This indicates that you have read, understand and have submitted all the required information for your application)*

**Initials**

<b>26. Number to identify each lot and block (coordination with the Community Development Office and County Clerk)</b>	
<b>27. Front building setback of all lines and sites (see Zoning Ordinance, Chapter 14, for setback requirements)</b>	
<b>28. Side yard setbacks at street and sidewalk intersections</b>	
<b>29. Location map provided to a scale of not more than 4,000 feet per inch</b>	
<b>30. Master plan of all developer's property, if subdivision is part of a larger tract (scale not more than 400ft. = 1 inch) To include: (a) existing and proposed subdivisions, streets, lots, parks, drainage easements and right-of-ways, (b) location of city limit line and zoning boundaries, and (c) general drainage plan</b>	
<b>31. Location of city limit line</b>	
<b>32. General drainage plans with flow line of existing water course</b>	
<b>33. Any existing drainage structures and ultimate destination of water</b>	
<b>34. All plat document verbiage, signature lines, certification, etc...</b>	
<b>35. Letter of authorization from property owner(s) for agent or applicant (see City form letter)</b>	
<b>36. Three (3) copies of plans and specifications for the following: (a) Water, (b) Sewer, (c) Streets, (d) Sidewalks, (e) Drainage w/calculations</b>	
<b>37. Cost estimates for all of the items indicated in #36 of the checklist based on current market standards and include a fifteen percent (15%) contingency</b>	
<b>38. Utility map</b>	
<b>39. Back Tax Certificates showing taxes paid through last year</b>	
<b>40. Utility company review comments for the following: CPS/Grey Forest, Cable TV Provider, SBC Telephone, and SAWS NOTE: Deliver a review form with a copy of the proposed plat to each of the utility companies that will service the property or that have any easements on the property (see City form letter)</b>	
<b>41. Once all revisions are made applicant/agent is to provide: Two (2) mylars and three (3) bluelines</b>	
<b>42. Performance Guarantee in the form of: Performance Bond, Trust Agreement, Irrevocable Letter of Credit, Cashier's Check, or Cash to cover all costs associated with public improvements construction must be submitted before a plat can be filed</b>	

**\*\*\*VARIANCES\*\*\***

If a variance to the Subdivision Code is being sought of an item which requires construction plans, cost estimates and performance guarantees and the variance request is denied by the City Council failure to provide the required items in advance may delay action on the plat or may cause the plat to be denied.





## OWNER FILING AUTHORIZATION & VARIANCE REQUEST FORM

**Date:** \_\_\_\_\_

**RE:** \_\_\_\_\_  
Name of Proposed Subdivision

**Type of Plat:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_  
Lot, Block, and County Block

I am the owner of the referenced property and I hereby authorize the City of Leon Valley to file the above noted plat with the Bexar County Clerk's Office.

I understand that no plat can or will be filed with the County Clerk's Office unless and until said plat is in "substantial conformance" with all items required by the Leon Valley Subdivision Code.

The following items required by the Leon Valley Subdivision Code have NOT been provided by me as required, and I request that:

1. A **variance** be granted to the following required items (type/print "NONE" if no variances are being requested):

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

2. The Plat be approved **subject to the condition** that I provide the following items **no later than 30 days** from the date of City Council's conditional approval (type/print "NONE" if you do NOT have a conditional request):

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_



**OWNER FILING AUTHORIZATION  
& VARIANCE REQUEST FORM-Page 2**

I understand that if the variance(s) which have been requested are not granted by the City Council the plat may be denied or conditionally approved subject to submittal of the required items to the City within a period of no longer than 30 days.

I understand that this request for conditional City Council approval is a courtesy extended to subdividers for the purpose of expediting plats which have MINOR deficiencies. I/We recognize that this courtesy may NOT be extended in cases where MAJOR deficiencies exist.

Furthermore, I understand that if the item(s) listed in Section #2 of this form are not provided within the required time period then the plat request is DISAPPROVED and any subsequent plat request must be resubmitted to the City.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

(\_\_\_\_)\_\_\_\_\_  
Phone Number

**SWORN TO** and **SUBSCRIBED** before me this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

**Note:** If an individual or agency is acting on behalf of the property owner(s) then a signed notarized letter authorizing such individual or agency to act on his/her/their behalf must accompany this letter.



Office Use Only  
Plat Case #: \_\_\_\_\_  
Date Received: \_\_\_\_\_

### UTILITY COMPANY REVIEW FORM

TO: \_\_\_\_\_ FROM: \_\_\_\_\_

Attn: \_\_\_\_\_ Email: \_\_\_\_\_

SUBJECT: REQUEST FOR REVIEW OF A PROPOSED SUBDIVISION PLAT

SUBDIVISION: \_\_\_\_\_

LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ CB \_\_\_\_\_

The attached plat has been submitted for consideration to the City of Leon Valley. Please review the plat and forward your recommendation(s) back to:

**City of Leon Valley**  
**Community Development**  
**Attention: Elizabeth Carol, Director**  
**6400 El Verde Road, Leon Valley, TX 78238**  
**Phone: (210) 684-1391 X227**  
**Fax: (210) 509-8288**

You timely review of this plat is appreciated.

Please place a check mark next to one of the items listed below.

\_\_\_\_\_ I recommend APPROVAL of this plat.

\_\_\_\_\_ I do NOT recommend approval of this plat.

On \_\_\_\_\_ I notified the applicant or his/her agent of the necessary changes to remove this objection.

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title